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12 June 1950

CONFIDENTIAL**MEMORANDUM FOR: TRD Staff Personnel****SUBJECT: Committee to Review Instruction, Procedures, and Facilities of TRD**

1. The following personnel have been designated to serve on an ad hoc committee to review the over-all mission, instruction, and existing procedures of the Training Division and to make recommendations for improvement.

Deputy TRD	Chairman
CE/ASTS/TRD	Voting Member
EW/ASTS/TRD	Voting Member
OSO	Voting Member
OPC	Voting Member
TMS/TRD	Recording Secretary,
	no vote

2. A report will be prepared by the above-designated committee and will be submitted to the Chief, TRD, not later than 15 July 1950. In general terms it should contain the following considerations.

a. Does the training of the Staff and Covert Training Branches and the proposed instruction of the Area Training Branch meet the requirements of OSO and OPC?

b. What changes should be made in the curriculum of the existing instruction and instructional materials to better meet the requirements considered in a. above?

c. Should the length of the instruction periods be lengthened or shortened? If so, by how much and where?

3. Meetings of the committee will be called at the discretion of the committee chairman. It is envisaged that the bulk of the work will be done in the period 15 June - 15 July. Therefore, during that period persons assigned to this committee will be relieved from their normal assigned duties to the greatest extent possible.

4. All branch, staff, and section chiefs of TRD will assist the committee in the accomplishment of its task by making available such instructional materials, regulations, memoranda, and personnel for interviews as requested by the committee.

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5. The OSO and OPC representative will schedule interviews for members of the committee with representatives of their respective offices as are required by the committee to fulfill its mission.

6. The Administrative Officer, TED, is responsible for arranging the working space and materials for this committee.



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